REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CONTRACT INSPECTORS

The city of Shreveport is requesting Statement of Qualifications from experienced, professional home inspectors, contractors or firms to provide inspection services associated with the Homebuyer Assistance Participation Program Initiative (HAPPI), funded through the U.S. Department of Housing and Urban Development (HUD). The Respondent must be proficient in conducting home inspections and written reports of deficiencies.

The Respondent must have the following qualifications: at least three years experience conducting home inspections; must be extremely knowledgeable of Housing Quality Standards and the building codes for the State of Louisiana and the city of Shreveport; must be a certified home inspector; and must have extensive experience preparing work home inspection reports.

Those interested must be an independent party, and above any suspicion of having a real or apparent conflict of interest with the City of Shreveport. Respondents must be willing to comply with local procurement requirements and regulations governing federally-funded programs, State and local code requirements, HUD's Minimum Property Standards and Housing Quality Standards, handicapped accessibility requirements, where applicable, EPA's regulations pertaining to Lead Based Paint, Mold, and other environmental hazards, OSHA, and all applicable provisions of federal, state, and local regulations. In addition, you must adhere to the City's insurance requirements and additional requirements as deemed necessary. Minority and women owned firms are encouraged to apply.

STATEMENT OF QUALIFICATIONS

The SOQ must include a brief history of the professional home inspector contractor or firm, and a resume of the principal owner of the business and the person or persons in the organization who will be assigned to the projects. Must provide quality and concise home inspection reports in a format compatible with industry standards and acceptable report writing programs; Must be knowledgeable and stay abreast of current industry and codes; Must have proper credentials, extensive experience and knowledge must be demonstrated in the inspection of the housing units and in preparation of written reports; Must provide a sample detailed inspection report and applicable photographs of each project demonstrated.

The required supplemental information should be provided in the concise format:

I. Agency Information

- A. Name, Address, Telephone Number, Facsimile Number, Contact Person
- B. History of Business
- C. History of working with federal funded programs, specifically Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs
- C. Narrative of Qualifications of Business owner and persons assigned to perform tasks

II. Methodology

- A. A Sample Inspection Format
- B. A Sample Inspection Report
- C. Sample photos

III. References

- A. A listing of public and private entities for which the respondent has contracted with to provide services for, and
- B. A list of current or recently completed projects that requested similar services

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested.

This Statement of Qualification can be obtained at the Department of Community Development, 401 Texas Street, Shreveport, LA, during regular business hours, beginning Tuesday, November 30, 2010, 8:30 a.m. through 4:30 p.m. The Statement of Qualification is also posted on the city's website at www.shreveportla.gov.

If interested in applying for these professional services, please respond no later than 5:00 p. m., Friday, December 17, 2010. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 401 Texas Street, Shreveport, LA, 71101, (318) 673-5900.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL STATEMENTS OF QUALIFICATION.

HAND DELIVER OR MAIL TO:

City of Shreveport Attention: Mrs. Bonnie Moore, Director Department of Community Development 401 Texas Street P. O. Box 31109 Shreveport, Louisiana 71130 (318) 673-5900